



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND  
FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO  
ATTENTION OF  
AFLG-PR

24 February 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 99-14

1. This CIL contains information on the following subjects:

- a. Developmental Assignments for the Competitive Development Group (CDG),
- b. Anticompetitive Training,
- c. Vendor Pay Receiving Report Requirements,
- d. Suspension of the Price Evaluation Adjustment Act for Small Disadvantaged Businesses,
- e. Supervisor Development Course,
- f. FORSCOM Pam 715-9 (CMR Guide), and
- g. DFARS 237.106 - Funding and Term of Service Contracts.

2. Developmental Assignments for the Competitive Development Group (CDG).

- a. Reference memo, SARD-ZAC, 19 January 1999, SAB (encl 1).

b. The CDG is a three-year developmental program designed to provide high potential Army Corps Eligible (CE) members expanded training, leadership and career opportunities. The developmental assignments are based on their Individual Development Plan (IDP). An example of the CDG IDP as well as two examples of developmental assignments are provided.

3. Anticompetitive Teaming.

- a. Reference memo, SARD-PP, 12 February 1999, SAB (encl 2).

b. Contracting Officers are requested to review acquisition strategies to preclude exclusive teaming arrangements which may unduly restrict competition and influence the resulting

AFLG-PR

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contracts. An exclusive teaming arrangement is created when two or more companies agree to team together to pursue a DOD procurement program, and further agree not to team with any other competitors for that program.

4. Vendor Pay Receiving Report Requirements.

a. Reference memo from the Defense Finance and Accounting Office, Indianapolis, IN, 2 February 1999, SAB (encl 3).

b. IAW the enclosed memo and the Defense Finance and Accounting Service (DFAS) Vendor Pay Policy Messages 98-23 and 99-42, OPLOCs will reject all receiving reports that do not meet FAR 32.905(f) and DFAS-IN 37-1, Chapter 20, Section III, effective 1 March 1999. The Vendor Pay Policy Messages can be found on the internet at: <http://www.asafm.army.mil/dfas>. For additional information, please contact Ms. Sandi Bruner at DSN 367-6296.

5. Suspension of the Price Evaluation Adjustment Act for Small Disadvantaged Businesses.

a. Reference memo, DP(DAR), 25 January 1999, SAB (encl 4).

b. Referenced memo is the official notification, signed by Ms. Spector, of the suspension of the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. For additional information, please contact Ms. Judith Blake at DSN 367-7175.

6. Supervisor Development Course. The revised Supervisor Development Course (SDC) is now online. The DA Form 145, Application for Enrollment in the Army Correspondence Course Program, is no longer acceptable by AIPD. You may access the courseware and enroll in the course by visiting the website at: <http://155.217.35.238/accp/aipd.htm>. The SDC is available in three versions: (1) Traditional hard copy version to be mailed to the individual (2) Online version with capability to download a copy or (3) Online version. Additional course information is provided at enclosure 5.

7. FORSCOM PAM 715-9 (CMR Guide). The revised FORSCOM PAM 715-9 (Redbook), dated 31 January 1999, is posted on the FORSCOM

AFLG-PR

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website. There is a link from our Contracting homepage, <http://www.forscom.army.mil/contract/>, under Pamphlets and Manuals. Suggested changes may be submitted at any time using DA Form 2028. For additional information, please call Ms. Pat Boterweg at DSN 367-6207.

8. DFARS 2327.106 - Funding and Term of Service Contracts. The final rule issued by the Director of Defense Procurement removes obsolete guidance pertaining to service contracts that cross fiscal years. DOCs need not mention "deviation" on service contracts in their solicitations, but can include a statement in solicitations, "DFARS 237.106 as amended by final rule by the Director of Defense Procurement, effective December 9, 1998." The deviation on service contracts crossing fiscal years is no longer necessary. For additional information, please contact Mr. Alan Schantz at DSN 367-6227.



5 Encls  
as

TONI M. GAINES  
Chief, Contracting Division, DCSLOG  
Principal Assistant Responsible  
for Contracting

DISTRIBUTION:

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ARMY ATLANTA CONTRACTING CENTER, ATTN: AFLG-PRC

FEB 5 1999



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH DEVELOPMENT AND ACQUISITION  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

19 JAN 1999

REPLY TO  
ATTENTION OF  
SARD-ZAC

MEMORANDUM FOR COMMANDERS, PROGRAM EXECUTIVE OFFICERS AND  
ACQUISITION CAREER MANAGEMENT ADVOCATES

SUBJECT: Developmental Assignments for Competitive Development Group (CDG)

The CDG Program is a three-year developmental program that offers high-potential Army Corps Eligible (CE) members expanded training, leadership and career development opportunities. The program has been designed to develop civilian acquisition leaders for the Army of the future.

CDG members are selected competitively through a board process. The CDG YG2000 board was conducted in December 1998 and the announcement of selected individuals will be made in the March/April 1999 timeframe. Upon acceptance of the selection, the CDG member is placed on the Army Acquisition Executive Support Agency (AAESA) Table of Distribution of Allowances (TDA) for a three-year period.

Throughout the three years, CDG members will be detailed to developmental assignments based on their Individual Development Plan (IDP). An IDP for each CDG will be developed to specifically broaden and enhance the CDG through experience, training and educational opportunities. The IDP is developed for each CDG using a "building block" approach. The first step in the process is to determine near and far-term goals of the CDG member. These goals are reviewed by a panel of AAC professionals who will identify experience opportunities to build the IDP and meet the stated goals. An example of a CDG IDP is at Enclosure 2.

To ensure we have appropriate and sufficient experience opportunities in which to place the CDG members, we need your assistance. Please review your organizations and look to determine if and where a CDG member could be placed to gain experience and training. A variety of developmental assignments are required. The assignments can vary in length, cover any of the acquisition career fields, be within a PEO/PM or located within a MACOM. They can be event driven, encompass routine functions of the organization or be special projects of a specified duration. Each submission will be reviewed and identified by location and acquisition career field for future use in developing CDG IDPs. Two examples of developmental assignments are at Enclosure 3.



Developmental assignments, in the format at enclosure 1, should be typed and submitted electronically to the ACMO POC listed below NLT March 12, 1999. Please ensure the developmental assignment provides a clear and concise outline of the job duties, requirements and benefits to be derived not only by the CDG member, but by the AAC and the Army. Please remember that supervisors must be members of the AAC.

Your assistance is greatly appreciated and we will be in contact as soon as possible with the status of your developmental assignments and their applicability to the YG2000 CDG members.

Point of contact for this action is Sandy Long, (703) 604-7125 or DSN 664-7125 or [longs@sarda.army.mil](mailto:longs@sarda.army.mil).

A handwritten signature in black ink, appearing to read 'K. Charles', with a large, stylized 'K' and a long, sweeping horizontal stroke at the end.

KEITH CHARLES  
Deputy Director  
Acquisition Career Management

Enclosures

**DEVELOPMENTAL ASSIGNMENT DESCRIPTION FOR CDG YG2000**

Organizational Name:	
Location of Assignment:	
Supervisor's Name:	
Supervisor's Phone Number:	
Supervisor's EMAIL:	
Supporting ACMA:	
Duration of Assignment:	
Start Date of Assignment:	
Acquisition Position Code (APC): (Assign based on description of duties)	

Description of Duties:

**INDIVIDUAL DEVELOPMENT PLAN (IDP)**

<b>Name</b>			<b>Title</b>
			PROGRAM ANALYST
<b>Pay Plan / Grade-Rank</b>	<b>Series / AOC</b>		<b>Command</b>
GS - 13	0343		AAESA
<b>Duty Station</b>			<b>Organization</b>
FORT MONMOUTH			PEO IEW

<b>Career Field Code</b>	<b>Career Field</b>	<b>Cert Level</b>
A	Program Management	3

Note: The proponent for data fields above, is your personnel office which retains the authority to update directly into the Defense Civilian Personnel Data System (DCPDS) using the local personnel procedures.

**DEVELOPMENTAL OBJECTIVES**

Career Field Code	Career Field Name	Cert Level
R	Communications Computer Systems	3

Initial / Update	From Date	To Date	Last Updated
UPDATE			01/12/1999

**Short Term Objectives: (1 - 2 Years)**

Obtain cross-training and experience to obtain Level III certification in the Comm/Computer Career Field. Additionally expect to obtain leadership training in preparation for future leadership roles.

**Long Term Objectives: (3 - 5 Years)**

Continue to obtain cross-functional experience in preparation for selection to a PM position. Also plan to attend the Senior Service College to expand my leadership training.



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**DEVELOPMENTAL ACTIVITIES**


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Planned Activity / Location		
<b>Computer Specialist - PEO C3S</b> Serve as the Project Leader for development of a major Army acquisition system. The development includes hardware configuration, software development and engineering and system integration. Perform Project Leader functions with emphasis on the technical and management aspects of software engineering. Oversees development of the entire system and the integration, installation and testing of the developed system into an existing, but outdated system. Implementation of this project will be coordinated with other ongoing DoD projects and offices. May require briefing/reporting to PMO Management as well as senior Army personnel.		
<b>Projected/Start -mm/dd/ccyy-</b>	<b>Finish -mm/dd/ccyy-</b>	<b>Statu</b>
10/01/2000	10/31/2001	Planne
<b>Actual:</b>	Start Date:	Finish Date:
<b>Objective:</b>	Obtain comm/computer experience towards Level III certification	
<b>Category:</b>	Developmental assignment	
<b>Staff Officer - DISC4</b> Serve as a Staff Officer on the Staff of the DISC4. Responsibilities include oversight of several computer programs and their integration. Will be responsible for reviewing the requirements for each program, the status and ensuring each program is prepared for their next milestone report. Coordination with other DA offices will be required as will coordination with other services and the Joint Staff. Requires interaction with the PMO and participation in their PAT teams not only to obtain information, but help guide the PMO through the milestone review process.		
<b>Projected/Start -mm/dd/ccyy-</b>	<b>Finish -mm/dd/ccyy-</b>	<b>Statu</b>
11/01/2001	07/31/2002	Planne
<b>Actual:</b>	Start Date:	Finish Date:
<b>Objective:</b>	Obtain Comm/Computer experience at the HQDA level.	
<b>Category:</b>	Developmental assignment	
Serves on a PAT team to reveiw, recommend and develop policy for reducing the life cycle cost of software development and reuse. Represents the Army as a representative on the ReUse PAT team. Make recommendations on how the reuse of software and data warehousing can reduce the cost of and need for software development. Provide status reports to Army Senior Leadership and draft Army policy based on results of the PAT team.		

Projected/Start -mm/dd/ccyy-	Finish -mm/dd/ccyy-	Statu
08/01/2002	01/31/2003	Planne
<b>Actual:</b>	Start Date:	Finish Date:
<b>Objective:</b>	Obtain comm/computer experience towards Certification	
<b>Category:</b>	Participation on PAT/IPT/Tiger Team/Special Study Team	
<p>Computer Specialist - Software Development. Make technical evaluations and recommendations on the development and reuse of software in a tactical system. These duties are carried out for a very complex and diverse automated communications system operated on varying hardware configurations. Ensures the software is developed according to Army policy and in such a manner that it can be easily modified for use on various platforms. Coordinates with multiple PM offices to ensure all requirements are identified and considered. Oversees contractor's software development program and provide advice and guidance as appropriate. Manages all aspects of the project to include budget definition, management and defense. Provides regular status reports</p>		
Projected/Start -mm/dd/ccyy-	Finish -mm/dd/ccyy-	Statu
02/01/2003	10/31/2003	Planne
<b>Actual:</b>	Start Date:	Finish Date:
<b>Objective:</b>	Obtain experience in Comm/Computer Career Field	
<b>Category:</b>	Developmental assignment	

I certify that I will support the training, education, and development as agreed upon by the employee and myself as outlined in this IDP.

Supervisor Signature, Title, and Date

**APPROVAL PENDING**

I have been counseled regarding my career goals and training, education, and developmental activities needed to achieve these goals. Only goals I can realistically be expected to achieve during the developmental period are included.

Employee Signature and Date

Submit for Supervisor Approval

Reset

**DEVELOPMENTAL ASSIGNMENT DESCRIPTION FOR CDG YG2000**

Organizational Name:	USACC, Europe
Location of Assignment:	Heidelberg, Germany
Supervisor's Name:	Mr. John Doe
Supervisor's Phone Number:	0911546878901
Supervisor's EMAIL:	<u>Doe_john@heidelberg.army.mil</u>
Supporting ACMA:	Ms. Leslie Downs
Duration of Assignment:	6 months
Start Date of Assignment:	October 1999
Acquisition Position Code (APC):	C - Contracting

Developmental Assignment Description: Incumbent will serve as a procurement analyst and staff action officer in the US Army Contracting Command, Europe. Duties will include analysis of contracting policy, review of contract solicitation and award documents, participation in the negotiation and implementation of international agreements, development of contingency contracting operations policy and the initiation and maintenance of a comprehensive database of contracts, commodities and services active in the USAREUR AOR. This position will also require frequent interface with senior staff principals in USAREUR. Additional opportunities exist to work directly with joint service initiatives and exercises as well as with other EUCOM agencies. TDY as a deployed contingency contracting officer may be required to conduct hands-on review and analysis of processes, procedures and compliance with directives and implementing instructions.

ENCL (3)

**DEVELOPMENTAL ASSIGNMENT DESCRIPTION FOR CDG YG2000**

Organizational Name:	OASA (RDA)
Location of Assignment:	Crystal City, VA
Supervisor's Name:	LTC Charlie Gulac
Supervisor's Phone Number:	(703) 604-
Supervisor's EMAIL:	<a href="mailto:Gulacc@sarda.army.mil">Gulacc@sarda.army.mil</a>
Supporting ACMA:	Mr. Bruce Waldschmidt
Duration of Assignment:	12 months
Start Date of Assignment:	October 1, 1999
Acquisition Position Code (APC):	A - Program Management

Developmental Assignment Description: Develops and disseminates acquisition policy for reducing the cost of life cycle management of weapon and information systems. Represents the Army with OSD on major defense acquisition programs policy issues such as cycle time reduction . Develops recommendations for the Army Senior Leadership for assignment of milestone decision authority for ACAT II, III, and IV programs. Develops policy and procedures for Army acquisition logistics. Assigns proper names for weapon and information systems.



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ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH DEVELOPMENT AND ACQUISITION  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

12 FEB 1999

SARD-PP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Anticompetitive Teaming

The enclosed Under Secretary of Defense (Acquisition and Technology) memorandum dated January 5, 1999, identifies several different exclusive teaming incidents that had the potential of resulting in inadequate competition and the techniques used to rectify these situations. The purpose of this memorandum is to request all Army Program Managers and Contracting Officers review acquisition strategies to preclude exclusive teaming arrangements, which may unduly restrict competition in your program areas and in-turn influence the resulting contracts.

Dr. Gansler has requested that FAR 3.303(c) be changed to include "exclusive teaming arrangements" which may evidence a violation of anti-trust laws. Until such time as this change is issued, I task each program manager and contracting officer to be aware of this potential problem and ensure that aggressive action is taken on a case by case basis to ensure competition is upheld.

My point of contact is Sandra Brewer, 703-681-1042.

Paul J. Hooper  
Assistant Secretary of the Army  
(Research, Development and Acquisition)

Enclosure

DISTRIBUTION:

Administrative Assistant to the Secretary of the Army, 105 Army Pentagon,  
Washington, DC 20310-0105  
Assistant Deputy Chief of Staff for Research, Development and Acquisition  
Contracting and Program Management, HQ, U.S. Army Materiel Command,  
ATTN: AMCRDA-A, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001



ACQUISITION AND  
TECHNOLOGY

THE UNDER SECRETARY OF DEFENSE  
3010 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-3010



JAN 5 1999

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
ATTENTION: SERVICE ACQUISITION EXECUTIVES  
DIRECTORS OF DEFENSE AGENCIES  
DIRECTOR, DEFENSE PROCUREMENT

SUBJECT: Anticompetitive Teaming

As a result of the consolidation of the defense industry, increasingly we are seeing exclusive teaming arrangements--both vertical and horizontal--among companies competing for Department of Defense (DoD) business. An exclusive teaming arrangement is created when two or more companies agree--in writing, through "understandings," or by any other means--to team together to pursue a DoD procurement program, and further agree not to team with any other competitors for that program. These teaming arrangements have the potential of resulting in inadequate competition for our contracts. While our preference is to allow the private sector to team and subcontract without DoD involvement, there are circumstances in which we must intervene to assure adequate competition.

In the development of acquisition strategies, program managers and contracting officers should consider ways to assure that we obtain robust competition. At information meetings with potential competitors or in Requests for Proposals, companies should be advised that any pre-established teaming, at either the prime or subcontract level, will be scrutinized for its potential to inhibit competition. If exclusive teaming arrangements are anticompetitive, they can be addressed without a major expenditure of resources or oversight of company practices. For example, in one DoD competition, one company attempted to team exclusively with another company that other potential offerors considered essential for performance. The program office required the dissolution of the arrangement. If a team member has a unique capability that must be included in the system being purchased, DoD can insist that the company make that capability available on equitable terms to all system competitors. On the DD 21 program, exclusive teaming among three companies was rejected by DoD. As a result, two competitive teams--of shipbuilders and integrators--were created by industry. On another program, DoD prevented a sole source situation where, because of its preeminence as a systems engineering contractor for several years, one company had a substantial advantage in a

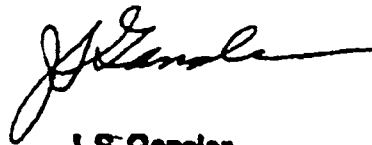


possible competition. That company was advised it could only compete if it made its expertise available to other contractors, even if it primarily participated on only one "team."

Another technique to provide for adequate competition at the subcontract level for a particular component or subsystem, is to include a "consent to subcontract" clause when a contracting officer considers it necessary. Subpart 44.2 of the Federal Acquisition Regulation (FAR) already permits inclusion of such a provision when certain critical subcontracts require special surveillance. Even when a "consent to subcontract" provision is used, the government should oversee the contractor's source selection process only to assure that a fair competition is conducted, not to act as a surrogate source selection official or to give approval of the selection of a particular source.

Because use of a tailored acquisition strategy or the "consent to subcontract" provision may not always be effective in providing for strong, credible competition in all critical areas, I am also requesting a change to the FAR. This change will add the following to the list of practices at FAR 3.303(c) that may evidence a violation of anti-trust laws: "exclusive teaming arrangements, if one or a combination of the companies participating on the team is the sole provider of a product or service that is essential for contract performance, if efforts to eliminate such arrangements are not successful."

It must be understood that teaming involves significantly different issues than those that arise from mergers and acquisitions, where the government's options may be more limited. With teaming, the government can, on a case by case basis, take a variety of actions in the formulation of acquisition strategies and in regulation to prevent anticompetitive teaming. In this era of downsizing of the defense industry, we must make every effort to achieve robust competition at all contract levels to ensure we continue to obtain the best products at reasonable prices to satisfy defense needs.



J. S. Gansler



DEFENSE FINANCE AND ACCOUNTING SERVICE  
INDIANAPOLIS CENTER  
INDIANAPOLIS, IN 46249

FEB 02 1999

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY (FINANCIAL  
OPERATIONS), OASA(FM&C)

SUBJECT: Vendor Pay Receiving Report Requirements

The purpose of this memorandum is to advise you of the increased emphasis being focused on receiving report requirements to substantiate invoice payments received by the designated payment office.

We previously issued Vendor Pay Policy Message 98-23, dated April 27, 1998, which prescribed requirements to formally document receipt of goods or services, and instructed vendor pay offices to return receiving reports if they did not meet the requirements of the Federal Acquisition Regulation (FAR) 32.905, F and Defense Finance Accounting Service-Indianapolis (DFAS-IN) 37-1 Chapter 20-23 through 20-26 and Appendix G. We also issued Vendor Pay Policy Message 98-42, dated September 14, 1998, which discussed actions to be taken when dealing with suspected altered documents.

Our payment offices have been reluctant to reject receiving reports not meeting the above requirements, because of the impact on workload, lost discounts and additional interest payments. However, the increased Congressional interest in contract and vendor pay irregularities, coupled with our continued efforts to reduce the incidence of fraud and waste, have caused us once again to focus on this sensitive area.

Therefore, we plan to reject all receiving reports received on or after March 1, 1999, that do not meet FAR requirements. We need your assistance in ensuring that our Army customers are aware of the requirements for valid receiving reports and are aware of our actions.

My point of contact is Ms. Janice E. Richey, 317-510-3151.

  
Michael W. Dugan  
Director



RAAUZYUW RUDIDFE0001 2571608-UUUU--RHMCSUU RUDIDFE.

ZNR UUUUU

R 141608Z SEP 98 ZYB

FM DFAS CENTER INDIANAPOLIS IN

TO AIG 9181

AIG 9182

AIG 9184

AIG 12100

BT

UNCLAS

MSGID/GENADMIN/DFAS-IN-AQA//

SUBJ/PROCEDURES FOR PROCESSING ALTERED DOCUMENTS

/(VENDOR PAY MSG 98-42)//

RMKS/

1. DFAS-HQ HAS BEEN MADE AWARE OF THE HIGH FREQUENCY OF ACCEPTANCE OF ALTERED DOCUMENTS USED TO SUPPORT PAYMENT VOUCHERS AND THE INCREASED RISK OF FRAUD BASED ON THOSE ALTERED DOCUMENTS. ALL DOCUMENTS RECEIVED IN VENDOR PAY OFFICES, AND THOSE MAINTAINED AT THE INSTALLATION, THAT ARE USED TO SUPPORT PAYMENTS (INCLUDING OBLIGATIONS, INVOICES, AND RECEIVING AND ACCEPTANCE REPORTS) MUST BE EXAMINED TO DETECT ALTERATIONS. IN THIS REGARD, MAINTAIN ORGANIZATIONAL (COMMAND), FUNCTIONAL AREA, AND INDIVIDUAL LEVELS OF RESPONSIBILITY/ACCOUNTABILITY FOR EACH PHASE INVOLVED IN THE OVERALL PROCESS (E.G., PREPARATION, APPROVAL, PROCESSING, CERTIFICATION, AND RECORD RETENTION) TO ENSURE INTERNAL CONTROLS ARE IN PLACE AND WORKING AS INTENDED.

2. IMPROPER ALTERATIONS INCLUDE BUT ARE NOT LIMITED TO:

A. WHITE OUT. POSSIBLY A BUILD UP OF WHITE-OUT ON AMOUNTS, VENDOR NAME AND ADDRESS.

B. TAPING. DARK STRAIGHT LINES FROM CORRECTION TAPE AFTER MAKING A COPY.

C. CUTTING AND PASTING. DARK LINES FROM THE TAPE PLACED ON THE ORIGINAL.

D. FACSIMILE COPIES. FACSIMILE DOCUMENTS ARE ACCEPTABLE BUT CARE MUST BE TAKEN TO ENSURE THE FAX OR COPY PROCESS IS NOT USED TO OBSCURE IMPROPER ALTERATIONS.

E. FONT CHANGE. IF THE FONT COULD NOT BE MATCHED, LOOK FOR SPACING AND SIZE DIFFERENCE.

3. A PROPER REVISION TO A HARD COPY DOCUMENT IS MADE BY DRAWING A LINE THROUGH THE INCORRECT INFORMATION, THEN ADDING THE CORRECT INFORMATION. THE DRAWN LINE SHOULD NOT OBLITERATE THE ORIGINAL DATA. REVISIONS MUST BE INITIALED BY THE INDIVIDUAL MAKING THE CHANGES.

4. CHANGES TO ELECTRONICALLY SUBMITTED DOCUMENTS ARE ACCOMPLISHED VIA CANCELLATION OF THE ORIGINAL SUBMISSION AND SUBMISSION OF THE REVISED DOCUMENT. ALL HARD COPY DOCUMENTS RETAINED AT THE SOURCE MUST CONTAIN INFORMATION IDENTICAL TO WHAT WAS ELECTRONICALLY SUBMITTED.

5. DOCUMENTS THAT APPEAR TO BE ALTERED SHOULD BE FURTHER EXAMINED FOR POSSIBLE FRAUDULENT INTENT. IF FRAUD IS SUSPECTED, TAKE THE DOCUMENT IMMEDIATELY TO THE VENDOR PAY SUPERVISOR (WITHIN 4 HOURS).

A. IF THE VENDOR PAY SUPERVISOR DETERMINES FRAUD WAS NOT INTENDED, RETURN THE DOCUMENT TO THE SUBMITTER WITH AN EXPLANATION FOR RETURN. FOR GUIDANCE ON RETURNING INVOICES, SEE DODFMR, VOL 10, CHAPTER 070201(J).

B. IF THE VENDOR PAY SUPERVISOR DETERMINES FRAUDULENT INTENT EXISTS (WITHIN 24 HOURS OF RECEIVING DOCUMENT FROM TECHNICIAN), TAKE DOCUMENT TO THE CHIEF, VENDOR PAY FOR REVIEW.

(1) IF NO FRAUD IS SUSPECTED, RETURN DOCUMENT TO

SUBMITTER WITH EXPLANATION FOR RETURN.

(2) IF FRAUD IS SUSPECTED, CHIEF VENDOR PAY WILL ELEVATE THROUGH THE CHAIN OF COMMAND TO THE OPLOC DIRECTOR, COMMANDER, OR APPROPRIATE INDIVIDUALS. RETAIN AND SAFEGUARD DOCUMENTS. COORDINATE WITH SENIOR MANAGERS OF THE CUSTOMER INVOLVED. SUBMIT A SITUATION REPORT TO DFAS-IN-CCC AND THE OFFICE OF GENERAL COUNSEL FOR THEIR REVIEW AND ACTION WITH THE DFAS-IN LEADERSHIP. THIS WILL BE DONE BEFORE ANY REFERRAL TO THE DEFENSE CRIMINAL INVESTIGATIVE SERVICE.

6. THE PROMPT PAYMENT ACT CLOCK DOES NOT STOP DURING THIS PROCESS UNLESS AN INVOICE IS DETERMINED TO BE INVALID, OR IMPROPER AND RETURNED. THE INVOICE SHOULD BE RETURNED WITHIN THE SEVEN DAY WINDOW FROM RECEIPT.

7. THIS MESSAGE WAS COORDINATED WITH USAFINCOM.

8. POC IS VICKY FISHER, 317-510-5392, OR SHERRY CLARK, 317-510-5378.//

BT

#0001

NNNN

RAAUZYUW RUDIDFE8392 1170902-UUUU--RHMCSUU.

ZNR UUUUU

R 270902Z APR 98 ZYB

FM DFAS CENTER INDIANAPOLIS IN//AQA//

TO AIG 9181

AIG 9182

AIG 12100

AIG 12525

DLA FT BELVOIR//DLS-CFF

CDR USASSI FT JACKSON SC

BT

UNCLAS

MSGID/GENADMIN/DFAS-IN-AQA//

SUBJ/RECEIVING REPORTS, VENDOR PAY POLICY MESSAGE 98-23//

RMKS/

REFERENCE: A: DFAS-IN 37-1, 20-23 THROUGH 20-26 AND APPENDIX G.

B: FAR 32.905,F

1. PLEASE ENSURE THE FOLLOWING PROCEDURES ON RECEIVING REPORTS ARE IN EFFECT AT DFAS-IN OPLOC'S, DAO'S, POSTS, CAMPS, AND STATIONS. ENSURING THESE PROCEDURES ARE IN PLACE WILL STRENGTHEN OUR INTERNAL CONTROLS, ENSURE SUFFICIENT INFORMATION APPEARS ON EACH RECEIVING REPORT TO VALIDATE THE REQUESTED PAYMENT IS FOR THE SPECIFIC GOODS OR SERVICES ORDERED, AND ASSIST IN DETERMINING THE PROPER DUE DATE FOR PAYMENT.

2. ALL INVOICE PAYMENTS SHALL BE SUPPORTED BY A RECEIVING REPORT OR OTHER APPROPRIATE GOVERNMENT DOCUMENTATION AUTHORIZING PAYMENT. THE AGENCY RECEIVING OFFICIAL SHOULD FORWARD THE RECEIVING REPORT OR OTHER GOVERNMENT DOCUMENTATION TO THE DESIGNATED PAYMENT OFFICE BY THE 5TH WORKING DAY AFTER GOVERNMENT ACCEPTANCE OR APPROVAL.

3. WHEN AN INVOICE IS RECEIVED FROM THE VENDOR AND A RECEIVING REPORT HAS NOT BEEN RECEIVED WITHIN 7 CALENDAR DAYS AFTER THE VENDOR DELIVERS OR COMPLETES SERVICE PERFORMANCE ACCORDING TO CONTRACT TERMS AND CONDITIONS THEN CONSTRUCTIVE ACCEPTANCE WILL OCCUR. THE PAYMENT DUE DATE AND ANY INTEREST PENALTIES WILL BE BASED UPON THE CONSTRUCTIVE ACCEPTANCE DATE. FOR PURPOSES OF DETERMINING A PAYMENT DUE DATE AND WHEN INTEREST STARTS TO ACCRUE, ACCEPTANCE IS DEEMED TO OCCUR SEVEN DAYS AFTER DELIVERY OR SERVICES ARE COMPLETED. THE SEVEN DAY CONSTRUCTIVE ACCEPTANCE IS USED FOR PROCUREMENT DOCUMENTS AWARDED ON OR AFTER 1 APRIL, 1989. A FIVE WORKING DAY CONSTRUCTIVE ACCEPTANCE PERIOD IS USED ON CONTRACTS AWARDED ON OR BEFORE 31 MARCH, 1989. IN THE EVENT ACTUAL ACCEPTANCE OCCURS WITHIN THE SEVEN DAYS AFTER THE VENDOR DELIVERS OR COMPLETES SERVICE PERFORMANCE, THE PAYMENT PERIOD STARTS BASED ON ACTUAL, NOT CONSTRUCTIVE ACCEPTANCE.

4. ALL DOCUMENTS USED TO PROVIDE CERTIFICATION OF RECEIPT AND ACCEPTANCE OF GOODS OR SERVICES MUST MEET THE MINIMUM REQUIREMENTS WHICH INCLUDE THE FOLLOWING:

A. CONTRACT NUMBER OR PURCHASE ORDER NUMBER.

B. ADEQUATE DESCRIPTION OF SUPPLIES DELIVERED OR SERVICES PERFORMED, INCLUDING THE CONTRACT LINE NUMBER APPLICABLE, TO ENSURE IDENTIFICATION TO CONTRACTUAL REQUIREMENTS.

C. QUANTITIES OF SUPPLIES OR SERVICES RECEIVED OR PERFORMED.

D. DATE SUPPLIES DELIVERED OR SERVICES PERFORMED.

E. DATE SUPPLIES OR SERVICES WERE ACCEPTED BY THE DESIGNATED GOVERNMENT OFFICIAL.

F. SIGNATURE OF GOVERNMENT OFFICIAL AUTHORIZED TO RECEIVE SUPPLIES OR SERVICES.

G. PRINTED NAME, TITLE, MAILING ADDRESS, AND TELEPHONE NUMBER OF DESIGNATED GOVERNMENT OFFICIAL RESPONSIBLE FOR ACCEPTANCE OR APPROVAL FUNCTIONS.

H. "RECEIVED/ACCEPTED"

I. IF THE CONTRACT PROVIDES FOR THE USE OF GOVERNMENT CERTIFIED INVOICES IN LIEU OF A SEPARATE RECEIVING REPORT, THE INVOICE ALSO MUST CONTAIN THE INFORMATION DESCRIBED AS MINIMUM REQUIREMENTS FOR A RECEIVING REPORT (4 A-H).

J. LOCALLY DEVISED DOCUMENTS MAY BE USED IF THE MINIMUM INFORMATION REQUIREMENTS FOR A RECEIVING REPORT (4 A-H) ARE MET. THE CAPS REQUEST FOR RECEIVING REPORT DOES NOT MEET THE MINIMUM REQUIREMENTS FOR A RECEIVING REPORT. IF THE CAPS REQUEST FOR RECEIVING REPORT IS USED AS A RECEIVING REPORT, THE RECEIVING ACTIVITY MUST ADD THE INFORMATION REQUIRED ON THE MINIMUM REQUIREMENTS.

5. POC IS SHERRY CLARK COML. 317 510 5378, DSN 699.//

BT

#8392

NNNN



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

January 25, 1999

ACQUISITION AND  
TECHNOLOGY

In reply refer to  
DAR Tracking Number: 99-00004

DP (DAR)

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES  
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT,  
ASN(RD&A)/ABM  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING), SAF/AQC  
DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT)  
COMMANDER, DEFENSE CONTRACT MANAGEMENT COMMAND,  
DEFENSE LOGISTICS AGENCY

SUBJECT: Suspension of the Price Evaluation Adjustment for Small  
Disadvantaged Businesses

Effective 30 days after the date of this memorandum, all  
Department of Defense (DoD) contracting activities shall suspend the  
use of the price evaluation adjustment for small disadvantaged  
businesses (SDBs) in DoD procurements, as prescribed in the Federal  
Acquisition Regulation (FAR), Subpart 19.11.

Subsection 2323(e) of title 10, United States Code (USC), as  
amended by Section 801 of the Strom Thurmond National Defense  
Authorization Act for Fiscal Year 1999, prohibits DoD from exercising  
the authority for a price exceeding fair market cost if the Secretary  
determines at the beginning of the fiscal year that DoD achieved the  
5 percent goal established by subsection 2323(a) in the most recent  
fiscal year for which data are available. The determination has been  
made that in fiscal year 1998 DoD exceeded the 5 percent goal  
established in 10 USC 2323(a) for contract awards to SDBs.  
Accordingly, use of the price evaluation adjustment prescribed in FAR  
19.11 is suspended for DoD.

This suspension is in effect for a one-year period beginning  
30 days after the date of this memorandum for new solicitations issued  
on or after that date.

Eleanor R. Spector  
Director, Defense Procurement

cc: DSMC, Ft. Belvoir



Determination under subparagraph (e)(3)(B) of section 2323 of title 10, United States Code, Contract goal for small disadvantaged businesses and certain institutions of higher education

Subsection 2323(e) of title 10, United States Code, as amended by Section 801 of the Strom Thurmond National Defense Authorization Act for Fiscal Year 1999, prohibits the Department of Defense from exercising the authority under subparagraph 2323(e)(3)(A) to enter into a contract for a price exceeding fair market cost if the Secretary determines at the beginning of the fiscal year that the Department achieved the 5% goal established by subsection 2323(a) in the most recent fiscal year for which data are available. The authority and responsibility of the Secretary of Defense under subparagraph 2323(e)(3)(B) have been delegated to the Under Secretary of Defense for Acquisition and Technology. The Under Secretary of Defense for Acquisition and Technology assigned the duties required under subparagraph 2323(e)(3)(B) to the Director of Defense Procurement. Accordingly, as Director of Defense Procurement, I hereby determine that in fiscal year 1998 the Department of Defense exceeded the 5% goal established in 10 U.S.C. 2323(a) for contract awards to small disadvantaged businesses. Accordingly, use of the price evaluation adjustment prescribed in the Federal Acquisition Regulation subpart 19.11 is suspended for the Department of Defense. This suspension is in effect for a one-year period beginning 30 days after the date of this determination for new solicitations issued on or after that date.

*Eleanor R. Spector*

Eleanor R. Spector, Director, Defense Procurement

1/25/99

Date

## **SUPERVISOR DEVELOPMENT COURSE 131 F21**

The revised Supervisor Development Course is now online. All enrollments must be accomplished online. DA Form 145, Application for Enrollment in the Army Correspondence Course Program, is no longer accepted by AIPD. To access the courseware and enroll visit the Army Institute for Professional Development Web site: <http://155.217.35.238/accp/aipd.htm>. The SDC is available in three versions: 1) traditional hard copy version to be mailed to you, 2) online version with capability to download a copy, or 3) online version.

The course number changed from ST5000 (now obsolete) to 131 F21. This course is now comprised of two subcourses:

- Subcourse, ST 5001: *Managing and Leading* (12 lessons).
- Subcourse, ST 5002: *Human Resources Management* (11 lessons).

ST 5001 contains 12 lessons:

- Introduction to Management.
- Planning.
- Organizing.
- Coordinating.
- Directing.
- Controlling.
- Basic Concepts of Delegation.
- Overcoming Barriers and Delegating Effectively.
- Solving Problems and Making Decisions.
- Managing Meetings and Creating Ideas.
- Listening and observing.
- Ethics.

ST 5002 contains 11 lessons:

- Civilian Personnel Offices.
- Position Classification.
- Staffing.
- Human Resources Development.
- Performance Management.
- Incentive Awards.
- Managing Discipline and Poor Performance.
- Labor Relations.
- Complaints, Grievances, and Appeals.
- Hours of Work and Leave.
- Army Programs.

Much effort was put into revising this course to ensure the required competencies and the latest policy changes were included. Hope you enjoy the new look!

Enrollment and Course questions can be submitted to Mr. John Beckno, HQTRADOC, ATTG-ILC. DSN 680-5684, (757)-728-5684, FAX 5690, e-mail: [becknoj@monroe.army.mil](mailto:becknoj@monroe.army.mil).

Joy Tootle, SAMR-CPP-PD, (703) 325-6563, DSN 221, email [tootlek@asamra.hoffman.army.mil](mailto:tootlek@asamra.hoffman.army.mil).

**DA PAM 351-20**  
**Army Correspondence Course Program Catalog**

**CHANGES:.....**

Effective 1 October 1998, AIPD announced they would accept only electronic enrollments. This is the first phase of a program designed to transition Army correspondence courses from paper to electronic media. This is part of The Army's distance learning initiative, which emphasizes electronic delivery of training. You can enroll through the AIPD web site at [http://155.217.35.238/accp/accp\\_top.htm](http://155.217.35.238/accp/accp_top.htm), or through the Army Training Requirements and Resources System (ATRRS). The AIPD school code is 553.

The 1 October 1998 catalog was the last printed version of DA Pam 351-20. Next year's version, October 1999, will be available electronically through the web at the above site. The online revision shows the entire ACCP curriculum as of 1 October 1998.

The Army Correspondence Course Program is in the process of being updated. Because of this, the titles of forms identified in this pamphlet may differ from those in the course. Part of this process entails the review of all course materials and the possible elimination of some courses and/or subcourses. For this reason, you may find that a course or subcourse listed in this catalog is no longer available. Check the electronic version of the catalog to ensure you have the most up-to-date listings.

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